

Hope Clinic for Women Job Description



Position Title: Outreach Manager
Position Type: Full Time/salaried; Monday – Thursday 8:30am – 5:00pm, Friday 8:30am-2:30 pm. During peak seasons (January – March, October-November): scheduled altered to include: Wednesday nights, Saturday Mornings and Sunday Mornings as needed (about 25% of the time in peak seasons)
Reports To: Development Director

Mission

Hope Clinic for Women is a faith-based, safe and confidential place for anyone dealing with life choices regarding past, present and future pregnancies. We provide medical care, professional counseling, case management, mentorship, education and practical support for anyone regardless of age, race or religion.

Vision

Hope Clinic for Women is a Christ centered ministry existing to honor the sanctity of all human life as exemplified by:

- Teenagers and single adults choosing abstinence until marriage;
 - Women and men choosing life for their child in the midst of a pregnancy;
 - People experiencing God's grace and forgiveness after an abortion;
 - The transformation of hearts and lives by discovering the purpose/potential God intended for His children.
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Description:

Church Outreach and Fund Development:

- In both large and small group settings, share the Hope Clinic vision and message to 120-150 churches.
- Maintain current financial support (currently \$170,000) and increase giving through increased (new) church partnerships or increased partnership levels at existing churches.
- Specifically grow church support broadening our socio economic and racial partnerships.
- Book Speaking Engagements (pulpit, Bible Studies, women's groups, and Sunday School classes) - 30 annually.
 - Coordinate speaking opportunities to be done by CEO or self.
 - (Esp. during Sanctity of Life (Jan-March) and Mission Season (Sept-Nov))
 - Topics can be general or specific in nature
 - Cover speaking engagements when CEO double booked or unavailable
 - As needed, ensure that church staff are aware to refer congregants to our services as needed for pregnancy services, medical services and counseling services.
- Book Baby Bottle Campaigns throughout the year (Typically 10-20 annually)
 - Coordinate with correct church staff contact to ensure baby bottles are brought to the church, collected, and deposited; appropriate thank you notes, etc.
- Secure 4-6 Prevention Education events annually.
- Oversee scheduling opportunities for Hope Clinic to have a booth during church mission fairs or community fairs, prepare the booth kits and oversee setting up people to 'man the booths' if you cannot do them.
- Donor Database Management (Salesforce).
 - Key in notes from phone calls, events, visits
 - Update the database to accurately reflect activity of all churches and their level of support and key contacts for various events
 - Be able to run reports for church wide mailings throughout the year
- Promote events strategically through the e-blast and posters to churches and volunteers.
- Work with CEO to complete church grants.
- Send monthly church email or create new communication stream.

Volunteer Program

- Secure necessary volunteers for all departments (250 volunteers annually); tracking hours in salesforce.
- Ensure annual volunteer satisfaction surveys are completed and changes made as needed.
- Triage initial volunteer inquiries- emails, RSVP follow-up, connect to introduction class
- Conduct Introduction Classes with CEO and Development Director
- Coordinate Direct Client Training with Client Program Managers
- Complete all initial paperwork and background checks for volunteers
- Reach out to volunteers throughout the year to ensure satisfaction, good fit and to build relationships
- Convert volunteers to donors when possible and encourage volunteers to attend events or bring in new volunteers/donors to events
- Transfer interested volunteers to Advancement and Business Manager for non-client related projects Administrative

Management

- Prepare the annual strategic plan and budget and provide outcome and data for monthly Advancement reports, yearend external audit, staff meetings and Annual Report
- Follow Standard Operating Procedures for Church and Volunteer programs

Meetings:

- All staff working 10+ hours a week are expected to attend regularly scheduled staff meetings.
- Quarterly Staff retreats (usually on a Friday, 8:30-2:30);
- Weekly check in with supervisor and team.
- All staff are required to work a 4-6-hour shift for key agency-wide fundraising events. This will either be a mix of set-up/during or clean up. Events include: Annual Gala and Cider Carols.

Preferred Qualifications/Skills:

- Fundraising or sales experience
- Business or church development experience
- Database/CRM experience
- Project management software experience
- Microsoft Word/Excel/Powerpoint

Required education/licensure:

- Bachelor's degree